

FLUORIDE

COMPLIANCE SAMPLING COLLECTION GUIDE

Kansas Public Water Supply Systems
using the
Kansas Health and Environmental Laboratories



Prepared by
Kansas Department of Health and Environment
Bureau of Water
Public Water Supply Section

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FLUORIDE SAMPLING

Fluoride monitoring is part of the Phase II/V Rules. Fluoride monitoring requirements are stated in the Code of Federal Regulations 40 CFR 141.23, and can be found online at the Kansas Department of Health and Environment, Public Water Supply Section website <http://www.kdheks.gov/pws/index.html>.

In addition to 40 CFR 141.23, Kansas public water supply systems that fluoridate drinking water are required to monitor fluoride levels on a quarterly schedule.

The purpose of this document is to provide a quick guide for collecting fluoride samples. A Phase II/V Rules Survival Guide is available online at the KDHE, Public Water Supply Section website <http://www.kdheks.gov/pws/index.html>, and is a more extensive guide on all facets of the Phase II/V Rules.

The Kansas Health and Environmental Laboratories (KHEL) is part of the Division of Environment under the Kansas Department of Health and Environment (KDHE).

The KHEL fee is \$7 for analyzing fluoride compliance samples.

What is in a Fluoride Sample Kit from KHEL?

- 125ml, round, white plastic bottle
- Pink return shipping label
- Sample submission form

Figure 1-FLU is a picture of what is contained in a fluoride sample kit from KHEL. A barcode label on the sample collection bottle will have the system's KHEL account number and the bottle identification number. The pink return shipping label is to be placed on the outside of the package when ready to ship the sample back to KHEL. The lime colored sheet is the sample submission form that must be completed for each Fluoride sample.

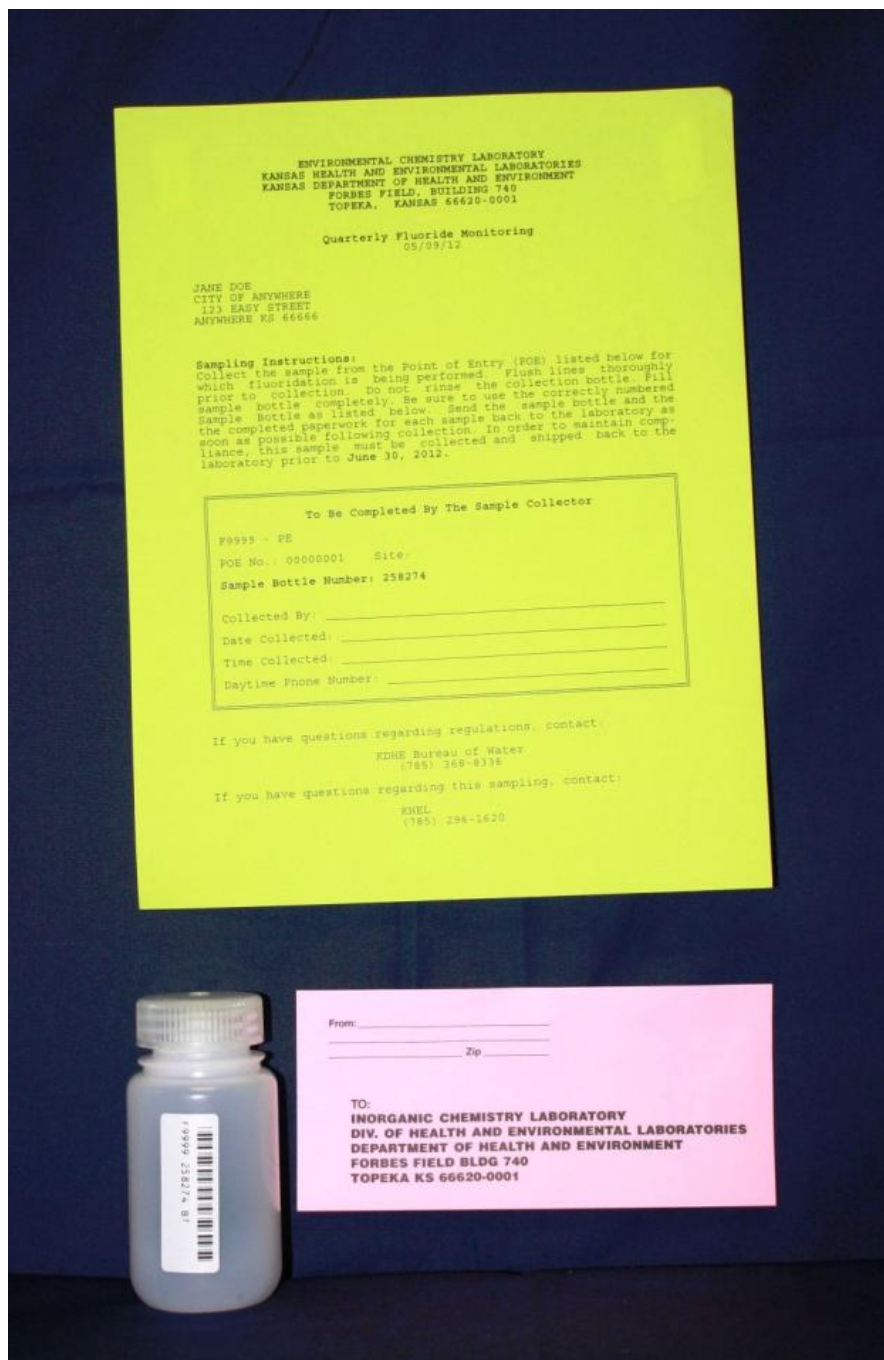


Figure 1-FLU. What Is Included In a Fluoride Sample Kit

THE FLUORIDE SAMPLE SUBMISSION FORM IN DETAIL

Figure 2-FLU is an example of a Fluoride sample submission form.

ENVIRONMENTAL CHEMISTRY LABORATORY
KANSAS HEALTH AND ENVIRONMENTAL LABORATORIES
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
FORBES FIELD, BUILDING 740
TOPEKA, KANSAS 66620-0001

Quarterly Fluoride Monitoring
05/09/12

JANE DCE
CITY OF ANYWHERE
123 EASY STREET
ANYWHERE KS 66666

Sampling Instructions:
Collect the sample from the Point of Entry (POE) listed below for which fluoridation is being performed. Flush lines thoroughly prior to collection. Do not rinse the collection bottle. Fill sample bottle completely. Be sure to use the correctly numbered Sample Bottle as listed below. Send the sample bottle and the the completed paperwork for each sample back to the laboratory as soon as possible following collection. In order to maintain compliance, this sample must be collected and shipped back to the laboratory prior to June 30, 2012.

To Be Completed By The Sample Collector

F9999 - PE

POE No.: 00000001 Site:

Sample Bottle Number: 258274

Collected By: _____

Date Collected: _____

Time Collected: _____

Daytime Phone Number: _____

If you have questions regarding regulations, contact:

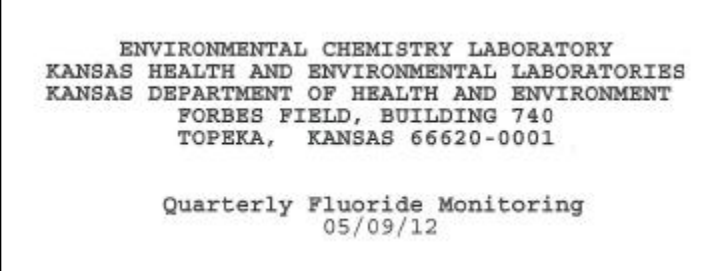
KDHE Bureau of Water
(785) 368-8336

If you have questions regarding this sampling, contact:

KHEL
(785) 296-1620

Figure 2-FLU. Example of a Fluoride Sample Submission Form

Figure 3-FLU indicates the header of the form which tells where the kit came from, the substance for which the sample will be analyzed, and the date it was shipped from KHEL. The address in the header is the address of KHEL and will match the address on the pink return shipping label that came with the sample kit.




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Figure 3-FLU. Header of the Sample Submission Form

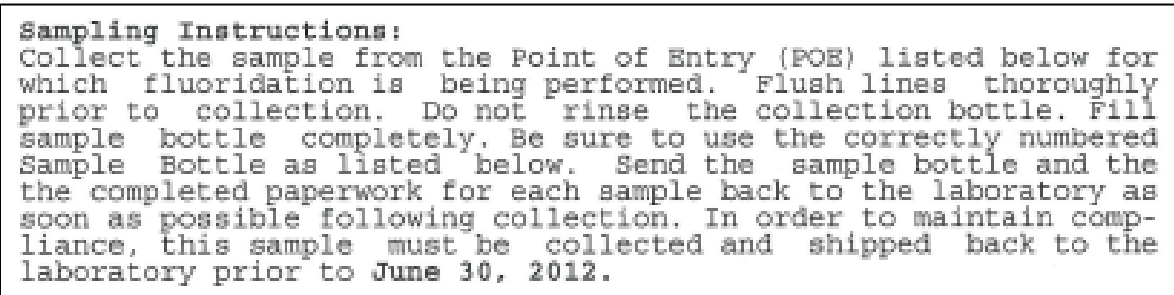
Figure 4-FLU indicates the system's address information printed on the form.



JANE DOE
CITY OF ANYWHERE
123 EASY STREET
ANYWHERE KS 66666

Figure 4-FLU. System Address on the Sample Submission Form

Figure 5-FLU indicates the sample collection instructions.



Sampling Instructions:
Collect the sample from the Point of Entry (POE) listed below for which fluoridation is being performed. Flush lines thoroughly prior to collection. Do not rinse the collection bottle. Fill sample bottle completely. Be sure to use the correctly numbered Sample Bottle as listed below. Send the sample bottle and the completed paperwork for each sample back to the laboratory as soon as possible following collection. In order to maintain compliance, this sample must be collected and shipped back to the laboratory prior to June 30, 2012.

Figure 5-FLU. Sample Collection Instructions on the Sample Submission Form

Figure 6-FLU has been highlighted to point out specific areas on the form. This section must be filled out for each Fluoride sample. Fill out the form completely and neatly! If there is a problem with the sample, KHEL personnel will call the sample collector and try to resolve it. However, if they are unable to make contact, the sample may be rejected and the system will have to re-collect the sample.

The part highlighted in green will indicate the system's KHEL account number.

The part highlighted in purple is the point-of-entry (POE) identification number where the sample must be collected. The POE site ID number should match a KDHE identification tag number that is physically at the site where the sample should be collected.

The part highlighted in yellow has often caused confusion for samplers. It is the Local Name for the collection site. In our data base, systems have the option of giving the POE site a "Local Name," and printed on the form in this location (if anything) is whatever the system requested as the Local Name.

The part highlighted in blue indicates the identification number of the sample bottle that came in the kit. The bottle ID number on the barcode label and on the sample submission form should always match. If they don't match, call KHEL at 785-296-1620 and notify them of the situation.

To Be Completed By The Sample Collector	
F9999	- PE
POE No.: 00000001	Site:
Sample Bottle Number: 258274	
Collected By:	
Date Collected:	
Time Collected:	
Daytime Phone Number:	

Figure 6-FLU. Collection site ID and Collected Sample Information on the Sample Submission Form

COLLECTING AND SHIPPING THE FLUORIDE SAMPLE

The sample kit will specify a time frame in which to collect the sample. Collecting within the appointed time frame is to the system's benefit and has been coordinated with the system's compliance monitoring due date.

Collecting the Fluoride Sample

Read through the sample collection instructions before collecting the sample. For questions or concerns about the sample collection process, call KHEL at 785-296-1620 for assistance.

Fluoride compliance monitoring samples are collected from finished water. Listed on the sample submission form is the POE site ID number where the sample needs to be collected. At the sample collection site there should be a KDHE ID tag with a number that matches the ID number on the form.

Shipping the Fluoride Sample

As soon as possible after collecting the sample, place the container and the completed sample submission form in the shipping box and tape shut. Secure the pink return shipping label to the outside of the package.

If the sample container leaks it could arrive at KHEL empty or with not enough sample left to analyze. Many couriers will consider a wet package undeliverable and will discard it. Either of these scenarios would require the system to re-collect the sample.

SUMMARY OF FLUORIDE SAMPLE COLLECTION

- Upon receipt of the sample kit, open and review the appointed sample collection date.
- Check that bottle ID numbers, KHEL account number, and collection site ID numbers are correct.
- Follow the sample collection instructions included with the sample kit.
- Fill out the sample submission form neatly and completely.
- Include the completed sample submission form in the package with the sample, and ship as soon as possible after collection.
- Calling KDHE with questions or concerns you may have is highly encouraged.

For questions about the Fluoride sample kit or the sample collection process, call KHEL at 785-296-1620.

For questions about the fluoride compliance or compliance monitoring schedule, call KDHE's Bureau of Water, Public Water Supply Section at 785-368-8336.